



Human Resources

DATE POSTED: June 3, 2005

REQ. # 05-133

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 06-03-2005 TO 06-09-2005, but will remain open until filled.

DEPARTMENT/DIVISION
PURCHASING
POSITION AVAILABLE
BUYER
OF OPENINGS
1
STARTING SALARY
\$12.71 / hour
COMMENTS
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 695 (Purchasing)
PAY GRADE 14
SALARY: \$12.71- \$19.39
BUYER

MAJOR FUNCTION: Specialized purchasing work in assisting in the activities of a central purchasing operation.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the methods and procedures used in standard purchasing operations. Knowledge of standard office procedures.

Abilities: Ability to operate computer for invoice billing and stock inventory purposes. Ability to exercise good judgment in making routine decisions in accordance with purchasing rules, regulations and policies. Thorough knowledge of the principles and practices of purchasing, supply sources, price trends, and market conditions; preferably some knowledge of County government operations. Ability to establish and maintain effective relationships with fellow employees and the general public. Ability to effectively communicate verbally as well as in written form with vendors and other departments.

Skills: Familiarity with Microsoft Word, Excel and on- line query systems an added plus.

ESSENTIAL JOB FUNCTION: Purchases a wide variety of merchandise, materials and products under established purchasing procedures. Coordinates effective purchasing procedures for requisitioning, procurement, storage and issuance of supplies, materials and equipment with the approval of the Purchasing Director. Reviews or assists in reviewing requisitions, issuance of bid and quotation invitations, and analyzes bids to determine most responsive bidder for stock supplies, materials and equipment. Assists in conduction of perpetual inventories. Maintains effective liaison with County departments and agencies to handle purchasing problems. Interviews sales representatives and vendors to obtain bid quotations on specific purchases. Performs related work as requested or assigned. Handles telephone service work orders. Knowledge of County phone system a must.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work, Carpal Tunnel Syndrome.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Possession of an Associates Degree from an accredited college or university or equivalent experience.

EXPERIENCE: Two years experience in a purchasing operation. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATIONS: Valid Florida driver's license may be required and a good driving record. Certified Professional Public Buyer (CPPB) certification is preferred.